

OFFICE OF PROTECTION & ADVOCACY FOR PERSONS WITH DISABILITIES
JOB OPPORTUNITY
Secretary 2
Legal Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Secretary 2 examination list; State employees who currently hold or previously attained permanent status
Location: 60B Weston Street, Hartford
Job Posting No: 11134
Hours: 40 Hours per Week, Monday – Friday, 8:00 a.m. – to 5:00 p.m.
Salary: CL16 \$44,038 - \$57,588
Closing Date: February 3, 2014

Eligibility Requirements: Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Preferred Knowledge and Experience

- Demonstrated knowledge of legal terminology and procedures.
- An understanding of the Freedom of Information Act.
- Ability to prepare legal documents including, but not limited to, briefs, discovery documents, complaints and tables of authorities/tables of contents in standard legal format.
- Ability to maintain and track numerous legal filing deadlines, create spreadsheets, index and organize pleadings and other office documents.

Link to Secretary 2 Job Description: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4608>

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 (preferred method of submission) or
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: Secretary 2, 11134 and your last name.

Please note: due to the large volume of applications received, we are unable to respond to inquiries and confirm receipt of applications.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.